



Deputy Director  
for Administration

DDA 86-1558  
11 September 86

NOTE FOR: Chief, Regulatory Policy Division

SUBJECT: Headquarters Notices



1. The DDCI got wound up over the attached HN (see his note). He signed it but made it clear to me that the average person wouldn't find it easy to understand. He asked, rhetorically, if it was lawyers that made us write this way? Or, do we just do it out of habit? He suggested that we might put a page on top of the HN that simply states the message--then attach the HN in all its detail for the lawyers.

2. He has signed it, so issue the HN but think about his message. Some time ago insurance policies got so legalistic in their message that their customers couldn't understand them, so insurance companies had to hire English majors to rewrite the policy. All of this is food for thought but I think we have a clear indication of what the DDCI thinks. Think people not lawyers wherever possible.

William F. Donnelly

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ORIG:DDA:WFDonnelly:be

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